

Check List

(To be signed by Head of the Institution before submission to University with 15 Days of starting session)

S/No	Content	Yes/No
1	Do you know "What Constitute Ragging"?	
2	Have you read all orders, Acts, rules, regulations passed/published by Hon. Supreme Court, State/Central Govt, AICTE, UGC or other regulating authorities to stop the menace of Ragging in Educational Institutions?	
3	Have you read the compilation of various orders, Acts, rules, regulations circulated by HimTU?(also available on website of Himtu)	
4	Have you taken all preventive measures given in the various orders, Acts, rules, regulations published by Hon. Supreme Court, State/Central Govt, AICTE, UGC or other regulating authorities to stop the menace of Ragging in Educational Institutions?	
5	Have you mentioned in the prospectus and advertisement for admissions that ragging is totally banned in the institution and is punishable under law?	
6	Have you taken undertaking from student as well as from parent preferably both in English/Hindi signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishment?	
7	Have you given a printed leaflet dealing when and to whom one has to turn for information, help and guidance for various purposes, along with address and telephone number of such persons at the time of admission?	
8	Have you obtained affidavit from student(fresher/older) and his/her guardian/parent at the time of admission?(available on Himtu/UGC website)	
9	Have you taken Character Certificate of the student at the time of admission and got his/her antecedent verified from competent authority?	
10	Have you organize joint sensitization programmes of freshers and seniors?	

11	Have you form Mentoring Cell, Anti-ragging Committee and Anti-ragging Squad, Women Cell, Grievance Redressal Cell?	
12	Have these committees/squad/cell has framed schedule of inspection, approved and notified by you?	
13	How many surprise checks were carried out by the parties and reported to you?	
14	Are you submitting weekly report to the Monitoring Cell for ragging set up at University?	
15	What publicity measures have been taken by you to aware, sensitize and prevent ragging in the Institution?	
16	Have you placed hoarding/posters/banners to stop ragging in the prominent placed in the institutions and hostel? If yes, How many?	
17	Have you arranged psychological counselling and orientation programme (for freshers separately, as well as jointly with seniors)?	
18	Are there security guards in campus as well as hostels?	
19	Have you informed to the Local Administration and Local Police Authority about the registration of private PG/Lodge etc.?	
20	What Actions have been taken for encouraging healthy in traction between freshers and seniors?	
21	Have you arrange any welcome party to the freshers?	
22	Have you addressed joint session of all students at the beginning of semester?	
23	Have you arranged any lecture joint for Freshers and Senior from expert i.e. Police Department, District Attorney, Psychologists, Local Administration to sensitize students towards ragging and its percussions?	
24	Do you know about the quantum of punishments to be given to the student (ragger/spectator/witnesses not disclosing the incident), institutions for non-compliance of this direction as per Apex Court/AICTE/UGC/University or any other competent	

	authority?	
25	How many cases of ragging (as per definition given in the Act/Order of Apex Court) have been reported by Flying Squad or any other source?	
26	Have you reported these cases to University/AICTE?	
27	Have you reported to the parents of Student (Ragger and Ragged)?(if any)	
28	How many meetings have been convened by the various committees and reported to you?	
29	How many meeting you have convened of these committees?	
30	Have you displayed all information on website and Main Notice Board of the Institution?	
31	Are you aware of the toll free number of the Anti-ragging helpline of UGC/State Government?	
32	Are aware about the telephone number of the I/Charge Monitoring Cell of the University?	
33	Is your institution is Ragging Free?	

Head of Institution